



FREDERICK COUNTY PLANNING COMMISSION

February 18, 2015

TITLE: Saint Paul Lutheran Church

FILE NUMBER: SP 14-01, AP# 14998, APFO# 14999, FRO# 15000

REQUEST: **Site Development Plan Approval**
The Applicant is requesting Site Development Plan approval a 2,764 s.f. addition to the existing church structure and an approximately 4,900 s.f. addition to the existing parish house for a new social hall (total: 5,880 s.f.) located on a combined 1.27-acre site.

PROJECT INFORMATION:

ADDRESS/LOCATION: Located on the north side of Jefferson Pike (MD 180) approximately 1,000 feet east of Old Middletown Road in Jefferson

TAX MAP/PARCEL: TM 87A; Parcel 156

COMP. PLAN: Village Center

ZONING: Village Center

PLANNING REGION: Brunswick

WATER/SEWER: W-5; S-1

APPLICANT/REPRESENTATIVES:

APPLICANT: Saint Paul Lutheran Church

OWNER: - same -

ENGINEER: Terra Solutions Engineering, LLC

ARCHITECT: Proffitt & Associates Architects

ATTORNEY: N/A

STAFF: Denis Superczynski

RECOMMENDATION: Conditional Approval

ATTACHMENTS:

EXHIBIT 1 - Site Development Plan

EXHIBIT 2 - Site Plan Rendering

EXHIBIT 3 - Elevations (Phases 1 & 2)

EXHIBIT 4 - Elevations/Plans (Phase 3)

EXHIBIT 5 - Street Tree/Parking Modifications

EXHIBIT 6 - Parking Agreement

STAFF REPORT

Development Request

The Applicant is requesting Site Development Plan approval for several improvements to the site and existing buildings of the Saint Paul Lutheran Church property. The proposed improvements are phased and include:

- Phase 1 - Addition of 295 s.f. elevator to the east side of the church sanctuary structure
- Phase 2 – Addition of 213 s.f. stairwell to the east side of the church sanctuary structure
- Phase 3 – Two-story, 2,256 s.f.(4,512 s.f. gross floor area) office/classroom addition to east side of church sanctuary structure (subsumes Phase 1 addition); includes combining and re-design of two existing vehicular entrances into one single entrance onto Jefferson Pike and associated internal driveway, circulation, and landscaping improvements.
- Phase 4 – Construction of new social hall (total 5,880 s.f. footprint) incorporating the front portion of the existing historic parish house.

The primary use is being reviewed as a Place of worship (and permitted accessory uses) under the heading of *Institutional* per §1-19-5.310 Use Table in the Zoning Ordinance. The parish house is currently used for classrooms and daycare and is considered an accessory use to the place of worship. A full list of scheduled accessory use activities on this Site has been certified by the Zoning Administrator. All uses are principal and accessory permitted uses in the VC Zoning District subject to Site Development Plan approval.

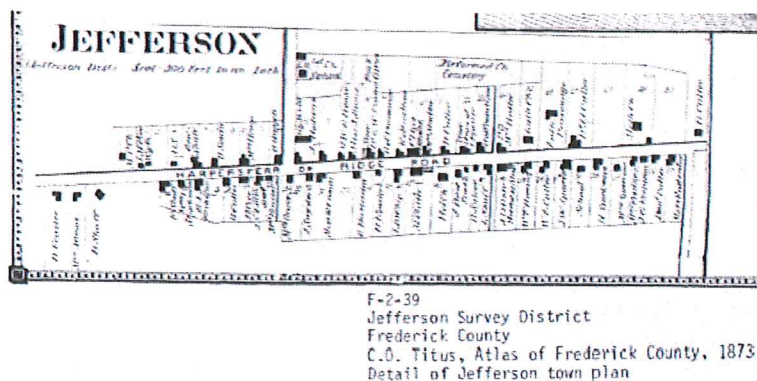
Modification Requests:

1. Reduce required street trees from five (5) to two (2) and approve 'alternate planting design'.
2. Reduce required on-site parking from 52 spaces to 44.

BACKGROUND

Development History

The church building and parish house are existing historic structures that have been determined to be contributing resources in the Jefferson Survey (Historic) District. The District itself was determined to be eligible for the National Register of Historic Places in 2004 by the Maryland Historical Trust as an outstanding example of a typical 'turnpike town'. Jefferson was originally established in 1774 as New Town along the turnpike connecting the City of Frederick with Harpers Ferry. The church sanctuary was constructed in 1866 replacing a previous structure from the 1840's. The parish house was constructed ca. 1840 and remains an excellent example of the Greek Revival style in the village.



Saint Paul Lutheran Church –Site Development Plan

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The Applicant received Concept Site Development Plan approval for this Site in July 2014 (AP 14292). The Planning Commission approval granted conceptual approval of the expanded building footprints for both the church and the proposed social hall above 5,000 s.f. but not to exceed 8,000 s.f.

An Addition Plat in 2014 (# M3113; AP 14296) consolidated two parcels into the single lot of 1.33 acres that is the subject of this Application.

An application for Site Development Plan approval (Type II) to permit the construction of Phases 1 and 2 (stairway and elevator areas only) is currently under review by Staff (AP 15128).

Existing Site Characteristics

The Site is currently occupied by two primary structures including the church sanctuary (3864 Jefferson Pike, on Parcel 156) and the church parish house (3866 Jefferson Pike, on Parcel 157). The parish house is used for classroom and daycare space. An existing garage building is located to the rear of the parish house but is planned for removal in Phase 3 or Phase 4 of the project. The Site is currently served by three separate vehicular access drives onto Jefferson Pike. The western driveway hugs the boundary between the church sanctuary and an adjoining residence and is used only for exiting the site. A central, entrance-only driveway between the church and parsonage, and an eastern driveway serving the parsonage provide access from Jefferson Pike. The cemetery access road connects with Old Middletown Road approximately 1,000 feet west and north of the church property.





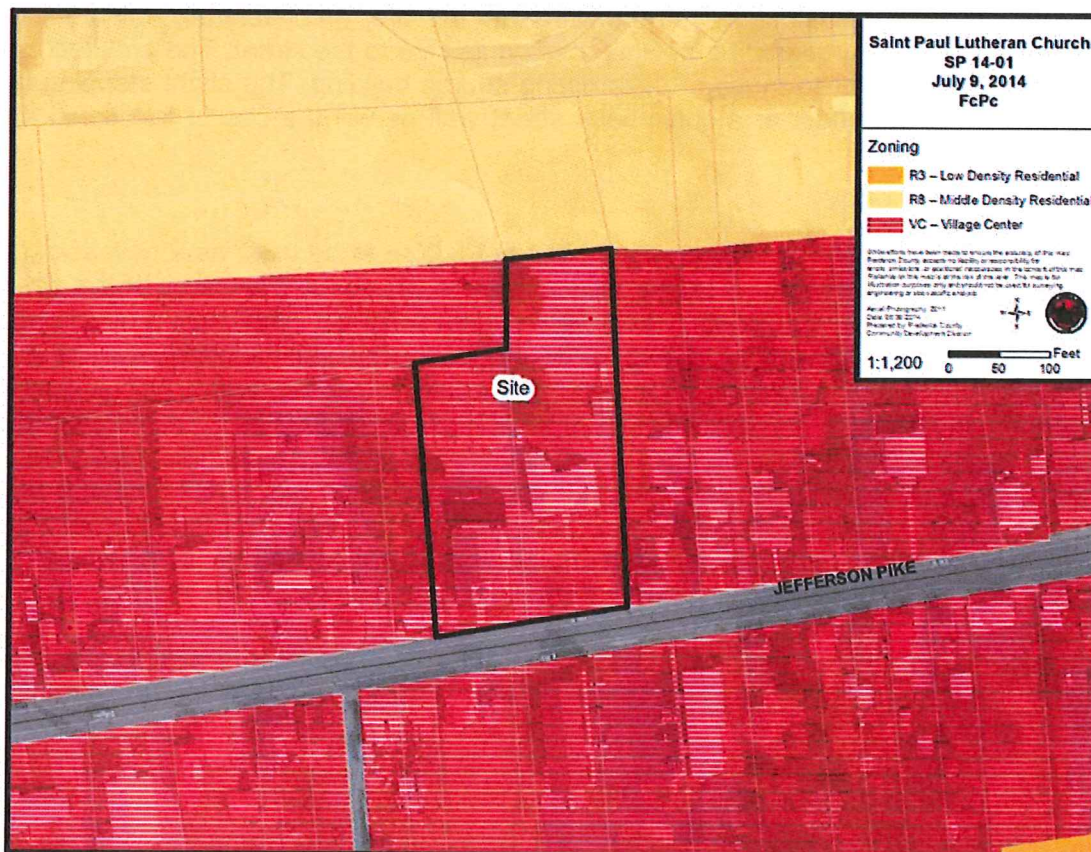
Figure 1 - View of church building looking northwest from Jefferson Pike.

Existing parking provides approximately 26 marked spaces and perhaps 6-10 unmarked spaces located in the gravel lot at the rear of the parsonage. The gravel lot is located predominantly on an adjacent parcel that is not included in this Site Development Plan.

The Site is surrounded by a variety of existing land uses. The Site is bordered on the west by a single-family residence and a bank. East of the church property single-family detached homes predominate. North of the church are three cemetery properties, at least one of which is associated with the Applicant. A small portion of burial ground is located on Parcel 156 north of the church's small rear parking lot and is included in the Site Plan area. Land uses across Jefferson Pike to the south of the Site are predominantly residential with an existing multi-family use directly across the street.



Figure 2 - View of parish house (looking north) from Jefferson Pike.



ANALYSIS

Summary of Development Standards Findings and Conclusions

Form and Layout

The plan for proposed changes to the Saint Paul Lutheran Church site anticipates the expansion of both the church and the parish house along with revisions to the access driveways and parking.

Church Expansion Phases -

Phase 1 – addition of an elevator, which will have a footprint of 295 s.f. and will be located at about the midpoint along the eastern side of the church. (Type II approval under review by staff.)

Phase 2 – addition of a stairwell, which will have a footprint of 213 s.f. to be located near the rear, northeastern corner of the church. (Type II approval under review by staff.)

Phase 3 – two (2) story addition to the church for office and classroom space with a total footprint of 2,256 s.f. and a gross floor area of 4,512 s.f.. This addition will enclose the elevator addition. (Type I approval – this application.)

The ultimate building footprint of the sanctuary remains at approximately 7,630 s.f.

As seen from the street, the most obvious physical change to the Site will occur at Phase 3 when the congregation constructs a 2-story addition to the historic church sanctuary. The additions of Phases 1 and 2 – the elevator and stairwell additions - will be apparent, but not as obvious as the expansion of the street front of the sanctuary at Phase 3. The office/classroom expansion will double the Jefferson Pike façade of the structure and constrict views northward into the site. Architecturally, this addition will face the interior court and driveway roundabout, while turning its side to the street. The architect is proposing the use of tall windows similar to those of the existing church building. The slight stepping back of this new addition will offset the effect of a continuous street wall as will the use of traditional architectural features on the new structure.

Parish House Expansion -

Phase 4 – Replacement/expansion of the parish house structure to be used as a new social hall with a total floor area of approximately 5,880 s.f. (including some of the existing footprint of the parish house). The creation of a new social hall, utilizing a prominent portion of the ca. 1840 parish house, will allow the congregation to expand its allowable associated uses on the existing site and give new use to an historic structure that might otherwise be razed. The existing front portion of the parish hall is proposed to be integrated into the social hall structure. The visual impact of the massing of this new structure will be most noticeable to the residential neighbor on the east, though the new structure will be set back more than 100 feet from Jefferson Pike and will not appreciably alter significant views from the area surrounding the house itself. Additionally, at 5,880 s.f. in size, the new social hall will not differ significantly from nearby non-residential commercial and institutional structures in Jefferson.

Access and Parking

The proposed centralized driveway – to be constructed similar to a roundabout – will be located in what is now a front lawn of the parish house and will consolidate two existing driveways. This new internal



Figure 3 - View to the northern end of the site from the existing connection to the cemetery lane (from the northwest corner of the parish house).

drive configuration would provide a loop pattern of vehicular circulation around the social hall and simplify movements onto and from Jefferson Pike. The western driveway would remain in place and continue to serve as an exit only to Jefferson Pike. The secondary access at the rear of the site, which ultimately connects to Old Middletown Rd., will be maintained. All proposed on-site parking has been located to the side or rear of buildings. The Applicant proposes 44 parking spaces, which is 8 spaces short of the required 52 spaces. However, the proposed parking plan represents a clear improvement over the existing conditions on the site. To supplement the on-site parking the church has produced evidence of an ongoing off-site parking agreement with the Middletown Valley bank located 150 feet west of the church. A typical walk from the bank parking area to the front door of the church sanctuary building would be less than 200 feet in length. The distance to the proposed front door of the social hall would average 450 feet. There are at least 25 parking spaces available on the bank site and the agreement permits use by the church of all of these spaces during hours when the bank is not in operation. There is also some on-street parking available along Jefferson Pike.

The State Highway Administration is currently developing a streetscape improvement project for this section of Jefferson Pike (within Jefferson) that will look at on-street parking issues, stormwater management, sidewalks and curb/gutter. This project is currently in the planning stage so there are no final plans at this time.



Figure 4 - View toward south, looking across Jefferson Pike, from between the existing church and parish hall.

The Addition Plat that combined the original two parcels 156 and 157 required the dedication/reservation of a 35 ft. right-of-way along the frontage (as measured from the existing road centerline) which results in an additional 13-ft. wide section of land (measured roughly from the centerline of the existing sidewalk) along the entire frontage of the church property being available for SHA improvements. No elements of the proposed Site Development Plan appear to interfere with expected SHA improvements being considered as part of the streetscape project.

Development Density

Non-residential density in the VC district is not limited explicitly other than by practical site, circulation, design, dimensional regulations, and infrastructure constraints.

Conformity with Community or Corridor Plan

No County community or corridor plan has been adopted for the Jefferson Pike corridor or Jefferson Community Growth Area. Generally, the proposal demonstrates adherence to the principles for compact development outlined in the County's Comprehensive Plan through seeking the expansion of a mix and intensity of uses conducive to the continuing development of compact neighborhoods in areas generally served by public infrastructure and facilities.

Public Facilities

Public sewer service currently serves the site and is intended to be utilized to serve the expanded structures as well. At such time as public water is available to the site, the private well would be abandoned in compliance with Health Department regulations. The Site is currently classified S-1/W-5 in the County's Water and Sewer Plan.

Detailed Analysis of Development Standards

Site Development Plan Approval shall be granted based upon the criteria found in:

Site Development §1-19-3.300.4 (A): *Existing and anticipated surrounding land uses have been adequately considered in the design of the development and negative impacts have been minimized through such means as building placement or scale, landscaping, or screening, and an evaluation of lighting. Anticipated surrounding uses shall be determined based upon existing zoning and land use designations.*

Findings/Conclusions

1. **Dimensional Requirements/Bulk Standards:** The Zoning Ordinance establishes the basis for determining dimensional standards for institutional uses in the VC District.

Per §1-19-7.500(B)(3) the VC district provides for the establishment of dimensional standards on a site-by-site basis, using adjoining and facing buildings as a guide. Given the nature and location of the existing structures, the setbacks as provided are in keeping with the guidelines of the VC district. The proposed additions do not encroach any further into the existing side or front yards.

Maximum Height Allowed:	40 ft.
Maximum Height Proposed:	30 ft. (addition to sanctuary)
Front Yard Required:	40 ft.
Front Yard Provided:	21+ ft.
Rear Yard Required:	50 ft.
Rear Yard Provided:	137 ft.
Side Yard Required:	50 ft.
Side Yard Provided:	15 ft. (west side-existing)
Side Yard Provided:	22 ft. (east side-existing)

Building Massing and Bulk –

Village Center Footprint Thresholds §1-19-7.500(C)(4)(d)

Since Jefferson is a growth area the following building footprint thresholds for non-residential uses apply:

Base Footprint Allowance – 5,000 sq ft. within a community growth area.

Interim Footprint Allowance – 8,000 sq.ft. w/ planning commission approval

Maximum Footprint Allowed – 10,000 sq. ft. subject to additional criteria w/ planning commission approval

Existing Church – 4,866 s.f.

w/ Phase 1 & 2 Footprint – 5,374 s.f. (with elevator and stairwell additions)

w/ Phase 3 Footprint – 7,630 s.f. (with all planned additions)

Church Building - Final Proposed Footprint: 7,630 s.f.

Existing Parish House Structure – 2,750 s.f.

Demolished portion of Parish House – approx. 1,825 s.f.

Addition to Parish House – approx. 4,955 s.f.

Social Hall – Final Proposed Footprint: 5,880 s.f.

The Planning Commission granted approval as part of the Concept Site Plan of the expanded building footprints for both the church and the proposed social hall above 5,000 s.f., but not to exceed 8,000 s.f.

2. **Signage §1-19-6.300:** The Applicant is not proposing any signage in this Site Development Plan. Future requested signage for identification or directional purposes will be subject to the sign requirements of the Zoning Ordinance and will be subject to a Sign Permit.
3. **Landscaping §1-19-6.400:** The landscaping plan, which contains a modest variety of plant species, provides screening and shade cover over a portion of the parking area, and attempts to blend the new landscaping with some of the existing trees and shrubs on the adjacent site while maintaining adequate distance from utility easements and ESD facilities.

Street Trees

The Applicant has provided two of the five required street trees along the MD 180 frontage (180 feet). The Applicant proposes an alternate planting design that provides six additional deciduous trees at the rear of the property where they will be able to reach a mature height without interference from the existing historic sanctuary structure. Two common yews are proposed at the reconfigured walkway leading to the traditional church entrance. Yews are traditionally associated with church landscapes in western Europe and are an appropriate choice for this Site. Staff supports the proposed alternate planting design, with the condition that a row of shrubs be planted along the western side of the parking lot located at the rear of the sanctuary.

Land Use Buffering and Screening

Buffering of surrounding residential land uses is largely accomplished through the establishment of new plantings, but is also dependent on existing landscaping on this and adjacent properties. The parking area located at the rear of the property is to be screened by a row of 12 shrubs (burning bush).

Parking Area Landscaping

Planting areas bracketing the parking bays are planted adequately given the constraints of the Site. As proposed, the planting area trees provide canopy cover (warm season shade) to approximately 20% of the parking areas.

4. **Lighting §1-19-6.500:** No additional site lighting is proposed in this Application.

Conditions:

1. Applicant shall be subject to all sign regulations of the Zoning Ordinance and shall submit a Sign Permit application for any signage proposed in conjunction with activities associated with this Site Development Plan.

2. Applicant shall plant additional shrubs to screen the parking area at the rear of the sanctuary on the western side of the Site.

Transportation and Parking §1-19-3.300.4 (B):

The transportation system and parking areas are adequate to serve the proposed use in addition to existing uses by providing safe and efficient circulation, and design consideration that maximizes connections with surrounding land uses and accommodates public transit facilities. Evaluation factors include: on-street parking impacts, off-street parking and loading design, access location and design, vehicular, bicycle, and pedestrian circulation and safety, and existing or planned transit facilities.

1. **Access/Circulation:** The proposed development has been designed around an internal driveway network that is interconnected and facilitates efficient movement through and within the Site. The Applicant has proposed one new full movement driveway onto Jefferson Pike to occur in conjunction with the development of the Phase 3 project elements and one partial access point from the Site that support efficient traffic movement while not disrupting vehicle flow on public roadways. The secondary access to the site via Old Middletown Road and the cemetery lane is proposed to remain.

Pedestrian facilities in this concept plan are accommodated to the extent possible on a constricted site while maintaining practical access for vehicles across the property. Pedestrian movement onto and across the property has been refined since the approval of the Concept Plan to ensure that there are safe and convenient pathways for visitors moving through the property from any of the parking areas provided.

An extension of the on-site sidewalk that will lead to the door of the Phase 3 expanded sanctuary building is proposed in this Application. Future SHA-initiated streetscape improvements will not likely interfere with the internal circulation despite the proximity of the sanctuary to the Jefferson Pike right-of-way.

The Applicant has demonstrated that the Site can meet the vehicular and pedestrian access requirements as established by the Zoning Ordinance and other relevant codes and standards.

2. **Public Transit:** The Site is not currently served by public transit.
3. **Parking:** Section 1-19-6.220 of the Zoning Ordinance:

Required Parking Spaces

Institutional (Place of Worship) – $1 \text{ space}/5 \text{ seats} = 260 \text{ seats}/5 = 52 \text{ spaces}$

Proposed On-Site Parking Spaces – 44 spaces

Proposed Off-Site Parking Spaces - 25 spaces (parking agreement with bank property)

Total Available Spaces (non-banking hours) - 69 spaces

In accordance with requirements for uses within the VC district, the existing and proposed parking areas have been located to the side or rear of buildings. The location and orientation of the buildings (existing and proposed) on the Site, have dictated the placement of vehicular parking. In accordance with the standards of Section 1-19-6.240 (Shared Parking), the Applicant has provided evidence of an agreement to utilize an off-site parking area with a capacity of 25

vehicles.

Loading Spaces

A large loading space is identified on the eastern side of the building and would primarily serve the planned Social Hall. This loading space meets the minimum requirement of Section 1-19-6.210 of the Zoning Ordinance.

4. **Pedestrian Circulation and Safety §1-19-6.220 (G):** The Applicant has provided sidewalks surrounding the front entrances to existing and proposed buildings and is proposing appropriate connections from the rear parking areas to these entrances. While not ideal, the use of the paved driveway as a pedestrian connector to the sanctuary and social hall reflects the current situation on the Site. Additional travel lane width being provided in this Site Plan will allow for a safer movement of pedestrians along this internal driveway. Pedestrian movement in the front of the structures will be greatly improved through the construction of new sidewalks and demarcated surfaces. Furthermore, the design of the internal driveway entrance loop should serve to suppress vehicle speeds in this area and encourage users of the parking lot to utilize alternative access points into the rear of the property. While the proposed Site Plan adequately differentiates between areas of pedestrian access and areas of vehicular movement, there remains no real direct connection from the sidewalk on Jefferson Pike to the front entrance of the social hall. It remains possible that the driveway may be marked in such a way as to guide pedestrians onto the site and around the side deck entrance to the expanded sanctuary building. Staff will work with the Applicant to identify appropriate markings when improvement plans are submitted.
5. **Bicycle Parking §1-19-6.220 (H):** The Applicant has provided for bicycle parking as follows in accordance with the Zoning Ordinance:

Place of Worship (1 rack per 20,000 s.f. of gross floor area; minimum of 1 rack)
Proposed GFA: 20,200 s.f.

Required: 2 bike racks (space for 4 bicycles)
Provided: 2 bike racks (space for 4 bicycles)

The Applicant must include a note on the plan acknowledging compliance with the Frederick County Bicycle Parking Design Guide.

Conditions:

1. Applicant shall label the proposed large loading area on the eastern side of the social hall.
2. The Applicant must include a note on the plan acknowledging compliance with the Frederick County Bicycle Parking Design Guide and label the bicycle parking area appropriately.

Public Utilities §1-19-3.300.4 (C): *Where the proposed development will be served by publicly owned community water and sewer, the facilities shall be adequate to serve the proposed development. Where proposed development will be served by facilities other than publicly owned community water and sewer, the facilities shall meet the requirements of and receive approval from the Maryland Department of the Environment/the Frederick County Health Department.*

Findings/Conclusions

1. **Public Water and Sewer:** The Site is to be served by public sewer infrastructure and a private on-site well and is classified W-5/S-1 in the Frederick County Water and Sewerage Plan.

Natural features §1-19-3.300.4 (D): *Natural features of the site have been evaluated and to the greatest extent practical maintained in a natural state and incorporated into the design of the development. Evaluation factors include topography, vegetation, sensitive resources, and natural hazards.*

Findings/Conclusions

1. **Topography:** The Site is relatively flat with a difference of no more 5 or 6 feet across the parcel.
2. **Vegetation:** Most of the Site is developed and in impervious cover (buildings, driveways, parking areas). Several trees are located on the rear portion of the site, though these predominantly evergreen specimens will be replaced with red maples.
3. **Sensitive Resources:** There are no sensitive resources located on the site.
4. **Natural Hazards:** There are no natural hazards located on the site.

Common Areas §1-19-3.300.4 (E): *If the plan of development includes common areas and/or facilities, the Planning Commission as a condition of approval may review the ownership, use, and maintenance of such lands or property to ensure the preservation of such areas, property, and facilities for their intended purposes.*

Findings/Conclusions

1. No common areas are provided on the Site.

Site Development §1-19-7.500 : *All new development within the Village Center Zoning district shall incorporate the following design standards in addition to all other applicable requirements of the Zoning Ordinance; The Planning Commission shall consider these standards in its review of all development within the Village Center Zoning District.*

Site Development and Layout §1-19-7.500(C)(3)

C.3.(a)/C.3.(b)- Building Orientation: Every effort has been made by the Applicant to ensure that the expanded buildings face the public ways and primary internal, semi-public spaces. Maintenance of the primary historic structures on the property goes a long way toward maintaining the integrity of the Jefferson Survey (Historic) District. Integration of the parish house into the Phase 4 development of the social hall is critical in maintaining the architectural connection to Jefferson's past.

C.3.(i) - Refuse and Recycling: Staff will work with the Applicant during the review of improvement plans to identify any necessary dedicated area for the temporary outdoor storage of waste and recycling material and insure its proper screening from the public street.

C.3.(c) - Service and Utility Facades: The visibility of rear building facades from the public street is minimized due to the existing arrangement of the buildings as well as the configuration of the additions to

these structures. The visual screening of undesired views in this Site Plan is thereby limited to the placement of appropriate vegetated screens to obscure the direct view of parking areas from adjacent properties.

C.3.(g)/C.3.(h) - Sidewalks/Street Interconnectivity: Pedestrian facilities in this Plan are illustrated as primary elements and organizing features in the laying out of the Site while maintaining practical access for vehicles on the property. Furthermore, the Plan illustrates three interconnection points to the local street network and adjoining properties both for pedestrian and vehicular access. The proposed development has been designed around an existing, but reconfigured, internal driveway network that is interconnected and facilitates efficient movement through and within the Site.

C.3.(f) – Shared Parking: As previously discussed, the Applicant has entered into an agreement with a nearby bank to allow the use of the bank's 25 parking spaces during non-business hours in order to provide additional nearby parking for church activities.

Building Massing and Bulk §1-19-7.500(C)(4)

C.4.(a)/C.4.(b) – Form/Height: With no community or corridor plan in effect for the Jefferson community building massing and bulk is limited only by the underlying zoning regulations. The expansion of the sanctuary building will continue its visual dominance of the Site as viewed from the street. However, the newly configured vehicular drive - and the redevelopment and expansion of the parish house into a larger social hall -will place a greater emphasis on this secondary structure. Maintaining the front portion of the historic parish house will allow the church sanctuary to retain its preeminent position as the most important building on the Site. The placement of the new social hall toward the center and rear of the Site also allows the current streetscape of Jefferson Pike to retain this small pocket of space which serve to accentuate the form of the historic church building.

C.4.(d) – Non-residential Building Footprint: As detailed previously in this report, the Planning Commission granted concept plan approval for the increased footprints of both the expanded church sanctuary building and the expanded social hall/parish house. Each structure will exceed 5,000 s.f. in size but neither will exceed 8,000 s.f. per the Village Center Footprint Thresholds established in §1-19-7.500(C)(4)(d) of the Zoning Ordinance.

C.4.(f) – Building Design: The visualization material submitted for the Site Development Plan generally provides adequate information related to building shape, height, massing and window and door placement. Staff has been working with the Applicant to ensure building design and finishes that are internally cohesive and respectful of the historic structures on the Site. All of the buildings in this project are oriented to show their access/entry features to the public or private internal drive or court. The concept plan maintains human-scaled architectural elements as illustrated in the conceptual architectural elevations for the renovations. Although specifics regarding materials and finishes remain those reviewed at the time of Concept Site Plan review, the visualization material submitted for that application generally provides information related to building shape, height, massing and window and door placement. The Applicant has recently submitted elevations and a limited rendering of the expanded sanctuary structure itself to reflect design changes that have evolved since the approval of the Concept Plan.

As stipulated in the Concept Site Plan approval, the front portion of the parish house structure will be maintained and integrated into the design of the new social hall. Staff feels that this solution provides a positive outcome both in terms of maintaining an important visual element in Jefferson's village core and in maintaining an expanded and evolved use of the site to allow contemporary users to keep the activities of the church community in the village.

Findings/Conclusions

Based upon the review and analysis as provided above, Staff finds that the Site Development Plan meets the intent of the Development Standards within the VC zoning district. Staff will continue to work with the Applicant as the project moves through the final site development plan process to address all outstanding items as discussed within the Staff Report.

Other Applicable Regulations

APFO – Chapter §1-20:

1. **Schools.** The site is a non-residential use and therefore exempt from school testing.
2. **Public Water and Sewer:** The Site is to be served by public sewer infrastructure and a private on-site well and is classified W-5/S-1 in the Frederick County Water and Sewerage Plan.
3. **Roads.** The site is exempt from testing because the entire site would generate less than 50 peak hour trips during either the weekday AM or PM peak hour. It is exempt from contributions to existing escrow accounts because the site improvements would not generate more than 5 additional trips during the same peak hours.

Forest Resource – Chapter 1-21:

This development is subject to FRO. A Combined Preliminary/Final FRO plan has been submitted and is approved. No forest removal is proposed. The required 0.20-acre afforestation requirement will be provided via payment of fee-in-lieu or purchase of forest banking credits. This FRO mitigation must be provided prior to applying for grading or building permits, whichever is applied for first.

Historic Preservation – Chapter 1-23:

Since the Applicant is not seeking federal or state tax credits, and is not in need of any special zoning consideration available through historic designations, the sole historic preservation issue is the need for the Applicant to address the Village Center design standards as they relate to the expansion of the two historic buildings on the Site. As previously mentioned, the two primary structures that are the subject of this Site Development Plan have been identified as contributing resources within the Jefferson Survey (Historic) District and the review of any development plans for this Site has proceeded with this knowledge. Prior to the commencement of Phase 4, the Applicant should be required to complete a documentation of the parish house to establish its condition and architectural heritage prior to the selective demolition of the rear portions of the building. Details of this documentation are addressed with a special condition of this approval recommended by Staff.

Findings/Conclusions

The Applicant is required to address these and other applicable regulations as the project moves forward in the development process.

RECOMMENDATION

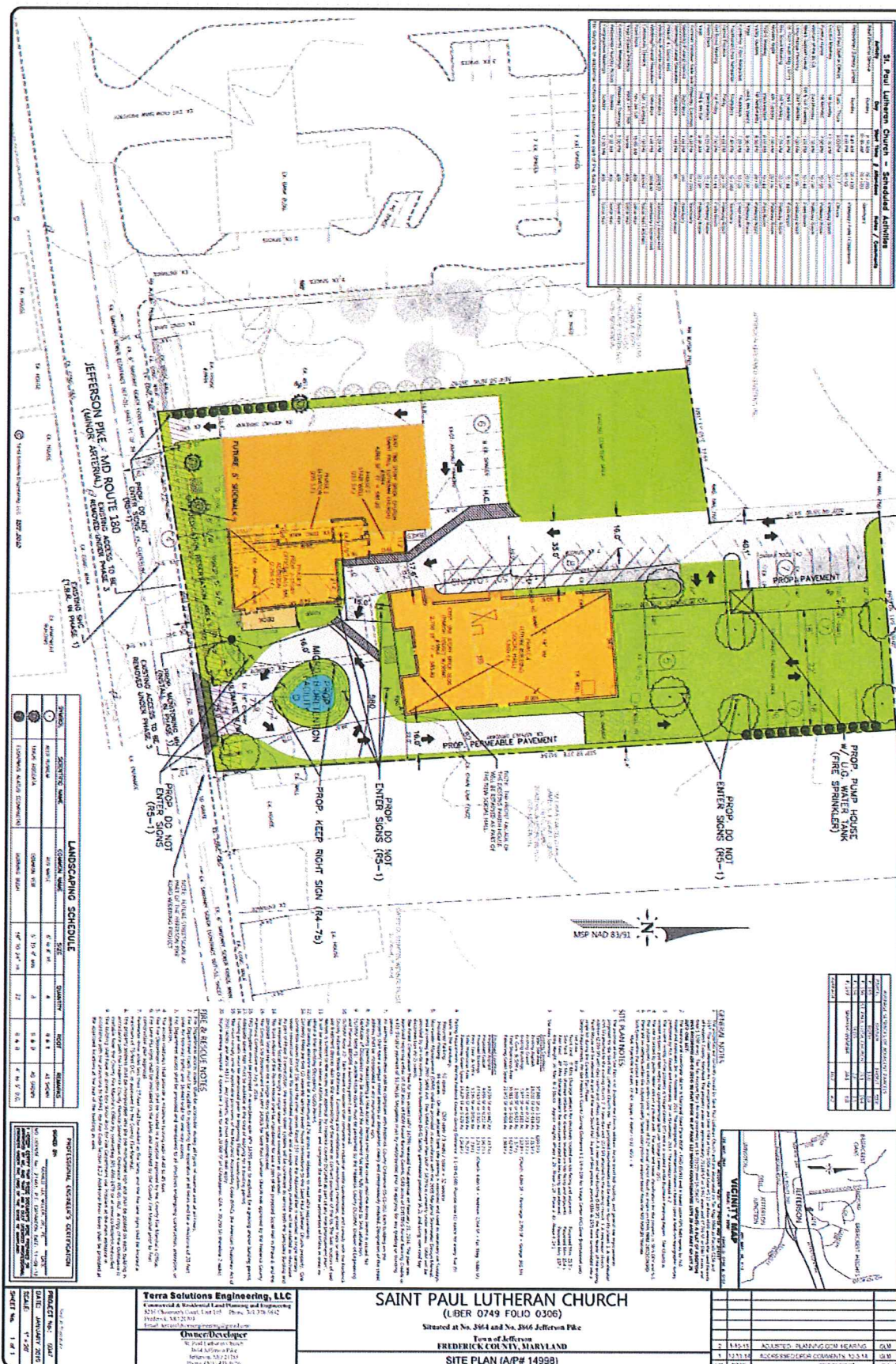
Staff recommends that the Planning Commission approve this Site Development Plan with the following modifications and conditions:

- 1) Applicant will work with Staff to finalize the preliminary design of the social hall and church sanctuary buildings to best protect the historic integrity of the structures and the Jefferson Survey (Historic) District.
- 2) Applicant will work with Staff to identify appropriate areas for the outdoor storage of refuse and recycling associated with the planned social hall.
- 3) Applicant shall refine the design of pedestrian paths/routes on the Site to allow pedestrians to move safely and easily between Jefferson Pike and the new social hall entrance.
- 4) Applicant shall label the proposed large loading area on the eastern side of the social hall.
- 5) Applicant must include a note on the plan acknowledging compliance with the Frederick County Bicycle Parking Design Guide and label the bicycle parking area appropriately.
- 6) Approval of the modification to allow two street trees to be planted along the property frontage and to approve the alternate planting design proposed by the Applicant and as amended by Staff to require the planting of additional screening shrubs adjacent to the parking area located at the rear of the church sanctuary.
- 7) Approval of the modification of the parking requirements to permit eight (8) of the required on-site spaces to be provided through an off-site shared parking agreement.
- 8) Applicant shall provide a lighting plan for any site or building lighting proposed as part of this Site Development Plan application.

PLANNING COMMISSION ACTION

MOTION TO APPROVE

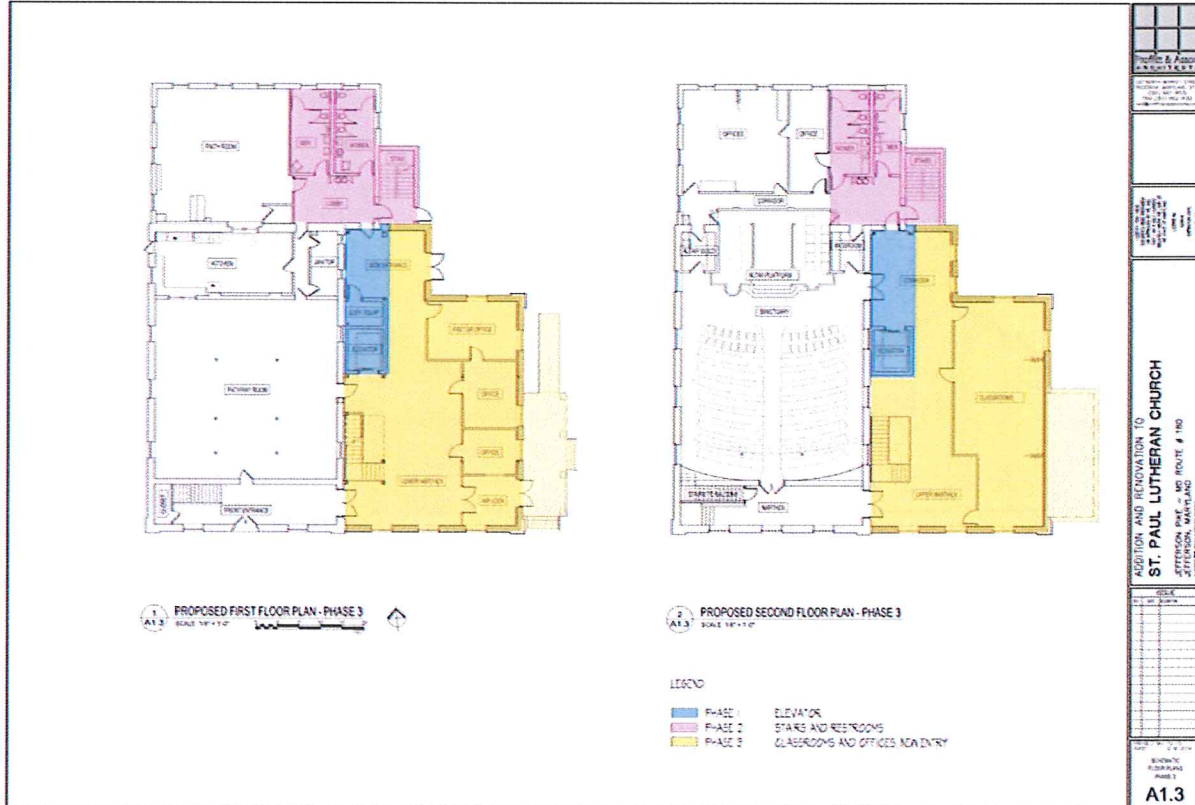
I move that the Planning Commission **APPROVE** Site Development Plan #SP14-01 (AP-14998, APFO 14999, FRO 15000) for the proposed **Saint Paul Lutheran Church**, including approval of the modifications as requested, with conditions as specified in the Staff Report.





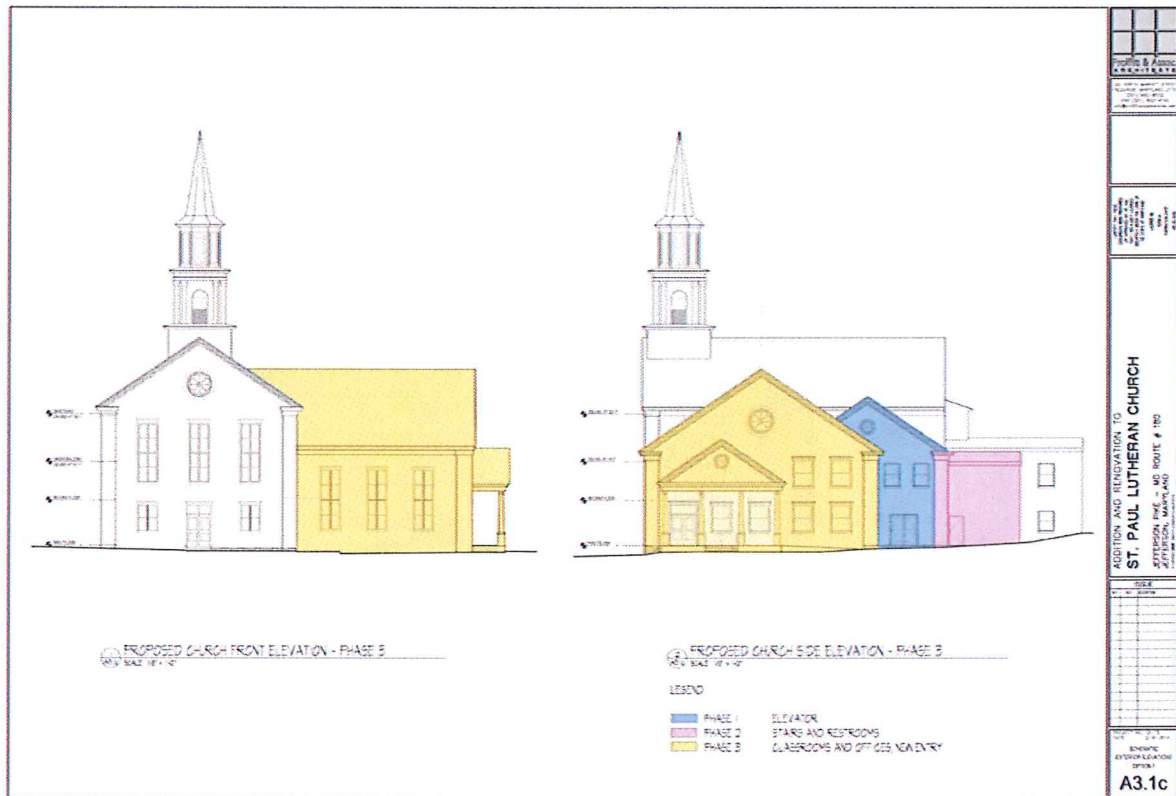
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Phase 3: Annex Addition





Phase 3: Annex Addition



Terra Solutions Engineering, LLC

Commercial & Residential Land Planning and Engineering

"Solutions through experienced Engineering"

5216 Chairman's Court, Unit 105
Frederick, Maryland 21703

Phone: 301-378-9842

Fax: 301-378-9846

February 10, 2015

Mr. Denis Superczynski
Frederick County Division of Permitting
and Development Review (DPDR)
30 North Market Street
Frederick, MD 21701

Re: **Saint Paul Lutheran Church**
Request for Street Tree Reduction
Tax Map 84, Parcel 156 & 157
Situated at 3864 Jefferson Pike
File #: SP 14-01, Project No.: 14998

Dear Mr. Superczynski:

Pursuant to the requirements of Frederick County Zoning Ordinance (§ 1-19-6.400 (A) (1)):

[In accordance with the site plan review process, the Planning Commission may require landscaping, screening, and buffering along the property line and around and within the parking areas. Landscaping, screening, and buffering shall be provided in conformance with the following minimum standards:

- (1) One tree at least 6-feet in height at the time of planting shall be provided per 35-feet of roadway frontage.]*

This modification request letter is being submitted for approval for the **reduction** of three (3) large street trees along the frontage of Saint Paul Lutheran Church adjacent to Jefferson Pike (Maryland Route 180).

Based on the Church having a total road frontage of approximately 180-linear feet along Jefferson Pike, we have determined that five (5) street trees would typically be required. Due to the necessary site improvements (i.e. access sidewalk, relocated site entrance, existing site exit, and future street improvements by MSHA) that are being proposed to renovate the existing sanctuary facility, the current Site Plan is only proposing two (2) standard street trees (i.e., Red Maples) along the existing site frontage. We are also proposing the planting of two (2) smaller Common Yews adjacent to the existing sanctuary as illustrated on the Site Plan.

This reduction of three (3) large street trees has been discussed and appears supported by the Frederick County Planning Department Staff, and we are hereby requesting Planning Commission approval on behalf of our client, Saint Paul Lutheran Church.

Saint Paul Lutheran Church
Request for Street Tree Reduction
Tax Map 84, Parcel 156 & 157
Situating at 3864 Jefferson Pike
File #: SP 14-01, Project No.: 14998
Page 2 of 2

Sincerely,
Terra Solutions Engineering, LLC

Gerald Lee Miller

Gerald Lee Miller, Jr., PE
President

Cc: Mr. Michael Proffitt

Proffitt & Associates Architects, PC

Terra Solutions Engineering, LLC

Commercial & Residential Land Planning and Engineering

"Solutions through experienced Engineering"

5216 Chairman's Court, Unit 105
Frederick, Maryland 21703

Phone: 301-378-9842

Fax: 301-378-9846

December 11, 2014

Mr. Denis Superczynski
Frederick County Division of Permitting
and Development Review (DPDR)
30 North Market Street
Frederick, MD 21701

Re: **Saint Paul Lutheran Church
Request for Parking Reduction
Tax Map 84, Parcel 156 & 157
Situated at 3864 Jefferson Pike
File #: SP 14-01, Project No.: 14998**

Dear Mr. Superczynski:

Pursuant to the requirements of Frederick County Zoning Ordinance (§ 1-19-6.220 (A) (1)):

["an increase or reduction in the number of required parking spaces may be granted by the Planning Commission where the applicant or Planning Commission authorized representative can demonstrate need based on characteristics of the proposed use, hourly parking demand studies published by ITE or other documentation as approved by the Planning Commission."],

This modification request letter is being submitted for approval of a reduction of eight (8) parking spaces to serve the existing Church.

Based on the existing Church sanctuary capacity of 260 seats, Saint Paul Lutheran Church requires a minimum of 52 parking spaces. The proposed site improvements will only allow for a total of 40 on-site parking spaces and an additional 4 off-site parking spaces along Jefferson Pike. In order to provide additional parking, an off-site parking agreement has been formalized with the adjacent Middletown Valley Bank. For years the Bank has granted parking rights to the Church during their off-duty hours, but a letter was signed on April 25, 2014 memorializing that agreement. The additional off-site parking at the bank site totals approximately 25 spaces parking; thereby increasing the total parking count to approximately 65 spaces that are available to the Church. It should be noted that additional off-site parking is also available along the front of Jefferson Pike, but is available to local residents as well.

This reduction in on-site parking has been discussed and is supported by the Frederick County Planning Department Staff.

Saint Paul Lutheran Church
Request for Parking Reduction
Tax Map 84, Parcel 156 & 157
Situated at 3864 Jefferson Pike
File #: SP 14-01, Project No.: 14998
Page 2 of 2

Sincerely,
Terra Solutions Engineering, LLC



Gerald Lee Miller, Jr., PE
President

Cc: Mr. Michael Proffitt

Proffitt & Associates Architects, PC



25 April 2014

This document memorializes an existing agreement of many years between the Middletown Valley Bank (the Bank) and St. Paul Lutheran church of Jefferson MD. The Bank agrees to allow St. Paul Lutheran Church, located at 3864 Jefferson Pike, Jefferson, Maryland, to use the parking lot of the Middletown Valley Bank, located at 3848 Jefferson Pike, Jefferson, Maryland, for overflow parking as needed for all community and church related events at the church, provided that such parking will not be used during business hours of the Bank nor for a period of two (hours) after the end of such business hours.

Melissa Delauter
Middletown Valley Bank Manager
3848 Jefferson Pike
Jefferson, MD 21755

Mykel Hilselberger
Council President
St. Paul Lutheran Church
3864 Jefferson Pike
Jefferson MD 21755

